



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Clerk-Recorder-  
Assessor  
**Department No.:** 062  
**For Agenda Of:** July 2, 2019  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Joseph E. Holland, County Clerk, Recorder, and Assessor  
Director(s)  
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

**SUBJECT: Robert Half International Inc. Contract**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement with Robert Half International Inc. doing business through its divisions Accountemps and Office Team to provide qualified temporary staff for election-related work, for a term ending June 30, 2020 and an amount not to exceed \$550,000 (Attachment A).
- b) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above action is not a project subject to CEQA review because the action consists of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Robert Half International Inc. provides qualified temporary staff to perform critical functions during peak months in the election cycle. Temporary staff assists permanent staff across a variety of election processes including voter registration, poll operations, warehouse logistics, and vote by mail procedures.

**Background:**

The Clerk-Recorder-Assessor traditionally has the renewal of the aforementioned contract approved via the County Executive Office’s ongoing contracts process. However, due to changes pertaining to the FY 2019-20 contract, the agreement was ineligible for renewal through that function.

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 550,000.00	\$ 550,000.00	
State			
Federal			
Service Fees			
Other:			
<b>Total</b>	<b>\$ 550,000.00</b>	<b>\$ 550,000.00</b>	<b>\$ -</b>

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract as the total estimated expenditures of \$550,000 are already included in the FY 2019-20 budget. A small percentage of the General Fund costs will be recovered via the March 3, 2020 Presidential Primary Election billing.

**Key Contract Risks:**

Contract risk is low as the Clerk-Recorder-Assessor already engages with the vendor to provide substantially the same services as are stipulated in the attached contract.

**Staffing Impacts:**

**Legal Positions:**  
N/A

**FTEs:**  
N/A

**Special Instructions:**

Please forward a copy of the minute order and an original of the fully executed contract to Dylan Tekautz in the Clerk-Recorder-Assessor.

**Attachments:**

Attachment A: Agreement with Robert Half International Inc. for temporary staffing services

**Authored by:**

Dylan Tekautz

**cc:**